

Opening Date: August 9, 2006

Closing Date: August 22, 2006

JOB OPPORTUNITY

MISSOURI DEPARTMENT OF PUBLIC SAFETY OFFICE OF THE DIRECTOR

TITLE: Senior Office Support Assistant (Keyboarding)

LOCATION: Missouri Department of Public Safety
Office of the Director
Victims Services Grant Programs Section
Harry S Truman State Office Building, Suite 870
Jefferson City, MO

STARTING SALARY: \$22,428

DESCRIPTION: This is difficult clerical and keyboard work involving responsibility for complex clerical functions or processes within the Victims Services Grant Programs Section of the Missouri Department of Public Safety, Office of the Director.

EXAMPLES OF WORK: Composes and types correspondence and inter-office communications involving some interpretation and application of established policies and procedures. Enters and updates information in automated systems, develops spreadsheets and databases, and utilizes various software packages in the performance of duties. Answers inquiries and relays appropriate information or forwards inquiries to the appropriate personnel. Furnishes general programmatic information to visitors, callers, or inquiries. Reviews documents for accuracy, completeness, and compliance. Establishes and maintains complex filing systems. Prepares records for storage and/or archiving. Prepares standardized reports and statements and assists in the preparation of complex reports. Prepares purchase requisitions, expense reports, and other internal routine documents. Assists in the development of informational materials, documents, and presentations. Assists with all aspects of preparations for meetings, workshops, training seminars, and conferences. Assists receptionist and other clerical staff with their assigned duties and responsibilities when requested, needed, or assigned. Arranges travel accommodations. Performs other related work as assigned.

QUALIFICATIONS: Three years of experience in clerical or general office support work, and possession of a high school diploma or a GED certificate. Working knowledge of Microsoft Office Professional software programs is preferred. (These qualifications listed represent the minimum experience and education required. Equivalent substitution will be permitted in case of deficiencies in either experience or education.)

APPLICATION PROCEDURE:

Current employees of the Department of Public Safety, Office of the Director who want to be considered for this position must submit a resume with a cover letter to the Director's Office Human Resources Manager by close of business on August 22, 2006. The Department of Public Safety, Office of the Director reserves the right to fill positions through transfer, classification, and promotion of existing employees.

Other individuals who want to be considered for this position must complete a State of Missouri, Application for Employment and a Department of Public Safety Supplemental Application for Employment. Applications can be obtained at the Department of Public Safety, Office of the Director located in the Harry S Truman State Office Building, Suite 870, Jefferson City, MO 65101 or at www.dps.mo.gov. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc..., must be returned to the above location by close of business on August 22, 2006.

EQUAL OPPORTUNITY STATEMENT: The Department of Public Safety is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.